

1. NUMBER	PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/19/01	Page 2 of 19

ITEM(S) CONTINUED FROM PAGE 1, MSFC FORM 2327 (Specify number(s) continued):

5. OCR 01059005A1dmc100005, Change to Table 1.8-1 (recorded in Rev -2)
6. OCR 0105005A1dmc100003, Change to SOP 4.5 (recorded in Rev -2)
7. OCR 01065005A1pro100021, Change to Table of Contents, SOP 2.13, SOP 5.4.1 (recorded in Rev-3)
8. OCR 01066005A1cpo00010, Change made to SOP 5.8 (recorded in Rev -3)
9. OCR 01066005A1dmc100006, Change to SOP 1.4, Table 1.4-I & 1.4-II (recorded in Rev -3)
10. OCR 01066005A1stow00006 Change to SOP 2.10 (recorded in Rev-4)
11. OCR 01067005A1dmc100007 Change to SOP 2.20 (recorded in Rev-4)
12. OCR 01067005A1soc100008 Change to SOP 5.5.1 (recorded in Rev-4)
13. OCR 01066005A1pod100025, Add SOP 1.2.1, Add Table 1.2.1-1, Change Table of Contents (recorded in Rev-4) and addition to Table 1.8-I

1. OCR 01046005a1DMC00002.doc: Change to SOP 4.17 (recorded in Rev -1)

CHANGE TO: REFERENCE DOCUMENTATION

Ground Command Procedures (~~TBD~~) [SSP 58704-01](#)

2. OCR 01057005A1stow00004: SOP 2.10 (recorded in Rev-2)

CHANGE SOP 2.10 TO:

2. Daily Change File

- (a) POIC Stowage and Users review daily IMS change file posted on the ~~TBD~~ ([JSC determination](#)) web site.

CHANGE SOP 2.10 TO:

3. Responding to Crew Stowage Issues

- (b) PAYCOM searches available resources (stowage information located on ~~TBD~~ https://mod.jsc.nasa.gov/do5/iso/iso_products.htm web site, User logs, PAYCOM logs, and crew procedures) for resolution.
- (d) TCO searches available resources (i.e., stowage information located at ~~TBR~~-IMS web site, https://mod.jsc.nasa.gov/do5/iso/iso_products.htm). User logs, PAYCOM logs, and crew procedures) for resolution.

NOTE: When the hardware is not located and there is no resolution, refer to step ~~6-5~~ Inventory Audit Requests.

CHANGE TO:

4. Responding to PD/User Stowage Issues

- (b) TCO determines need to search ~~TBR~~-IMS web site, <https://mod.jsc.nasa.gov/ims/> to resolve issues. If unable to resolve, TCO logs issue for POIC Stowage to work the next normal work day, or calls in POIC Stowage, with POD approval.

ECR CONTINUED ON NEXT PAGE

1. NUMBER	PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/19/01	Page 3 of 19

CHANGE SOP 2.10 TO: Delete the 5. paragraph.

~~5.~~ Inventory Event Report (IER)

- ~~(a) POIC Stowage and Users obtain the IER from the TBD web site at TBD time.~~
- ~~(b) POIC Stowage collects User concerns/impacts via email as they arise.~~
- ~~(c) POIC Stowage determines impacts to increment operations.~~
- ~~(d) POIC Stowage coordinates concerns/impacts with TCO/POD, as required.~~
- ~~(e) POIC Stowage forwards concerns/impacts to Stowage Preparation (reference POH, Volume 1) and MCC H-ISO (reference JOIP, Vol. C, Section 10.3).~~

CHANGE TO:

~~6~~ 5. Inventory Audit Requests

- (b) POIC Stowage and Users review approved audit list placed on ~~TBD~~
https://mod.jsc.nasa.gov/do5/iso/iso_products.htm web site as required.
- (c) POIC Stowage and Users assess audit results after crew performance of audit via ~~TBD~~
https://mod.jsc.nasa.gov/do5/iso/iso_products.htm web site for impacts to increment operations.

CHANGE SOP 2.10 TO:

~~7~~ 6. Inventory Status

Users track/monitor status of their payload items via ~~TBR~~ <https://mod.jsc.nasa.gov/ims> web site.

CHANGE TO: SOP 2.10.1

A. IMS Failure

- 2. PAYCOM searches IMS information located at ~~TBD~~ <https://mod.jsc.nasa.gov/ims/> -web site for stowage location.

3. OCR 01057005A1dmc00004, Change to SOP 5.13 (recorded in R-2)

CHANGE TO: SOP 5.13

REFERENCE DOCUMENTATION

Support Count Handbook (SCH) ~~TBD~~ [HOSC-HDBK-003](#)

4. OCR 01057005A1podf00002, Change to SOP 5.6 (recorded in R-2)

CHANGE TO:

REFERENCE DOCUMENTATION

Manual Procedure Viewer Multi-Admin Guide ~~(TBD)~~ [JSC-28400](#)

ECR CONTINUED ON NEXT PAGE

1. NUMBER FB32-01-08	PCN: PB20281	MSFC ECR Continuation	3. DATE 3/19/01	4. PAGE Page 4 of 19
-------------------------	---------------------------------	--------------------------------------	--------------------	-------------------------

5. OCR 01059005A1dmc100005, Change to Table 1.8-I (recorded in R-2)

CHANGE TO:

TABLE 1.8-I PAYLOAD OPS PRODUCTS/LOCATIONS (Sheet 3 of 3)

Product	Position Posting Product	Location or WWW Address	Notification Method	Delivery Time	SOP
Voice Timeline	PAYCOM	TBD	TBD	TBD	2.9
Payload On-Board Training Log	PAYCOM	PIMS	Announcement on POD loop	Performance of OBT +7 days	2.9
Permanently Missing Interval (PMI) Tracking Log	DMC	PIMS and RICO Realtime Information web site at http://payloads.msfc.nasa.gov/station/rico/rico_welcome.html	TBD Announcement on POD loop	Daily between GMT 0000 and 0200 Once per 24-hour period	4.5
Transfer List	SOC	PIMS (Miscellaneous/Transfer Lists)	Announcement on POD loop	Each crew sleep period during Joint Ops	5.3.4

ECR CONTINUED ON NEXT PAGE

1. NUMBER	PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/19/01	Page 5 of 19

6. OCR 0105005A1dmc100003 Change to SOP 4.5 (Reviewer's Attachment) Recorded in Rev-2)

CHANGE TO:

PARTICIPATION

Users DMC RICO
Marshall Data POIC Cadre

CHANGE TO:

6. DMC delivers the ~~The~~ PMI Tracking Log into ~~is updated in~~ PIMS daily between GMT 0000 and 0200. ~~and on the~~
RICO extracts the file and posts it to the Realtime website (TBD) once per day, Monday thru Friday.

NOTE: The PMI logs for Saturday and Sunday are posted to the website on Monday.

7. OCR 01065005A1pro100021,Change to Table of Contents, SOP 2.13, SOP 5.4.1

CHANGE SOP 2.13 TO :

TITLE

EXPRESS RACK AND ~~OPERATIONS~~ SUBRACK PAYLOAD OPERATIONS

PARTICIPATION

PRO CPO POD OC Users

1. NUMBER	PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/19/01	Page 6 of 19

CHANGE SOP 2.13 TO:

PROCEDURE

A. EXPRESS Rack Power-up

NOTE: Initial EXPRESS rack activation and checkout (following transfer) is covered in SOP 5.4.1. The following procedure should be used for all subsequent rack activations.

1. PRO informs OC when initiating coordination activities to support rack activation.

JOIP NOTE: PRO pre-coordinates with THOR, PHALCON, and ECLSS Officer to support rack activation.

2. PRO configures ~~PLSS resources (RFCAs, RPCs)~~ to support rack activation per SOP 2.12.
3. ~~Following RPC commanding~~When ground telemetry indicates the crew has closed the rack's main and safing RPCs, PRO coordinates with CPO to send Start-up Notification Command.

JOIP NOTE: Until Flight 7A.1, the crew will enable/inhibit Smoke Detector monitoring.

4. PRO monitors ground telemetry to verify that crew has enabled Smoke Detector monitoring.

- ~~4.~~5 PRO obtains approval from POD for EXPRESS Rack commanding per the OSTP.

- ~~5.~~6 PRO configures the rack and verifies proper rack health and status.

~~JOIP NOTE: PRO requests the ECLSS Officer to initiate rack Fire Detection and Suppression (FDS) subsystem and Avionics Air Assembly (AAA) monitoring.~~

- ~~6.~~PRO notifies OC when rack activation is complete.

- ~~7.~~OC notifies POD of rack activation.

~~JOIP NOTE: PRO requests the ECLSS Officer to initiate rack Fire Detection and Suppression (FDS) subsystem and Avionics Air Assembly (AAA) monitoring.~~

- ~~6.~~7. PRO notifies OC when rack activation is complete.

- ~~7.~~1. OC notifies POD of rack activation.

ECR CONTINUED ON NEXT PAGE

1. NUMBER	PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/19/01	Page 7 of 19

CHANGE SOP 2.13 TO:

PROCEDURE

B. EXPRESS Rack Power-down

NOTE: Final EXPRESS Rack deactivation (in preparation for transfer) is covered in SOP 5.4.1. The following procedure should be used for all nominal rack deactivations.

~~1. PRO obtains approval from POD for EXPRESS Rack commanding per the OSTP.~~

~~JOIP NOTE: PRO requests the ECLSS Officer to terminate FDS and AAA monitoring.~~

~~2. PRO sends the rack shutdown command.~~

~~JOIP NOTE: Until Flight 7A.1, the crew will enable/inhibit Smoke Detector monitoring.~~

~~3.1. After PRO verifies~~PRO monitors ground telemetry to verify that crew has inhibited Smoke Detector monitoring and issued the rack shutdown command. When rack health and status data is stale, PRO notifies CPO to send the shutdown notification command.

~~4. PRO opens safing and main RPCs, per SOP 2.12, to remove power from the rack.~~

~~JOIP NOTE: PRO coordinates with THOR to terminate thermal resources.~~

~~5.2.~~ PRO monitors ground telemetry to verify that crew has opened the rack's main and safing RPCs and PRO reports rack deactivation to OC.

~~JOIP NOTE: PRO coordinates with THOR to terminate thermal resources.~~

~~6.3.~~ OC informs POD of rack deactivation.

ECR CONTINUED ON NEXT PAGE

1. NUMBER	PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/19/01	Page 8 of 19

Change to SOP 5.4.1:

B. Activation and Checkout

JOIP NOTE: PRO coordinates with THOR, PHALCON, and ECLSS Officer in accordance with the OSTP to support rack activation.

1. OC informs POD the rack is ready for activation.
2. OC directs CPO to enable PRO for rack and PLSS commanding per the Command Plan.
3. ~~After RFCA initialization is complete and in a nominal state, PRO closes the Remote Power Controllers (RPC) to apply main and safing power to the rack.~~ PRO configures RFCA to support rack activation per SOP 2.12.
4. ~~4. When ground telemetry indicates the crew has closed the rack's main and safing RPCs,~~ PRO coordinates with CPO to send the Start-up Notification Command.

JOIP NOTE: Until Flight 7A.1, the crew will enable/inhibit Smoke Detector monitoring.

5. PRO monitors ground telemetry to verify that crew has enabled Smoke Detector monitoring.

6. PRO obtains approval from POD for EXPRESS Rack commanding per the OSTP.

~~57.~~ PRO configures the rack and verifies the proper rack health and status.

~~JOIP NOTE: PRO requests ECLSS Officer to initiate FDS and AAA monitoring.~~

~~68.~~ PRO notifies OC on OC loop when all constraints to the operation of the rack are satisfied.

~~79.~~ OC informs POD the EXPRESS Rack is ready for rack checkout procedure to be performed by the crew.

C. Deactivation

1. OC informs POD the rack is ready for deactivation.

~~JOIP NOTE: PRO coordinates with ECLSS Officer to terminate FDS and AAA monitoring.~~

2. ~~PRO sends the rack shutdown command.~~ PRO monitors ground telemetry to verify that crew has inhibited Smoke Detector monitoring and issued the rack shutdown command.
3. After PRO verifies rack health and status is stale, PRO notifies CPO to send the Shutdown Notification Command.
4. ~~PRO opens the safing and main RPCs to remove power from the rack.~~ PRO monitors ground telemetry to verify that crew has opened the rack's main and safing RPCs.

JOIP NOTE: PRO coordinates with THOR to terminate TCS resources.

5. PRO reports rack deactivation to OC.
6. OC informs POD that the rack is deactivated.

ECR CONTINUED ON NEXT PAGE

1. NUMBER	PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/19/01	Page 9 of 19

8. OCR 01066005A1cpo00010 Change made to SOP 5.8

CHANGE To SOP 5.8

GENERAL

... The scheduling of this activity must be coordinated with the MCC-H ODIN cadre per JOIP ~~“TBD”~~ [JSC 28179, Volume C, Section 5, SOP 5.2](#).

ECR CONTINUED ON NEXT PAGE

1. NUMBER FB32-01-08	PCN: PB20281	MSFC ECR Continuation	3. DATE 3/19/01	4. PAGE Page 10 of 19
-------------------------	---------------------------------	--------------------------------------	--------------------	--------------------------

9. OCR 01066005A1dmc10006 Change to SOP 1.4, Table 1.4-I & 1.4-II

Change To Table 1.4-I:

TABLE 1.4-I NON 24x7 POSITION/CALL SIGN/PRIME COMM METHOD/EMAIL ADDRESS

SHIFT WORKING HOURS: MONDAY – FRIDAY, 8am – 5pm

POSITION NAME (ABBREVIATION)	CALL SIGN	PRIME COMM LOOP	COMM VIA PHONE	EMAIL ADDRESS
Payload Planning Manager (PPM) Staffed 1400 GMT - 2300 GMT	P-P-M	Planning Coord	(256) 544-5838	ppm@mps.hosc.msfc.nasa.gov
Payload Planning and Scheduling Engineer (PPSE) Staffed 1400 GMT - 2300 GMT	P-P-S-E	Planning Coord	(256) 544-5839	ppse@mps.hosc.msfc.nasa.gov
Weekly Implementer of Systems and Resources for Data (WISARD) Staffed 1400 GMT - 2300 GMT	WI-SARD	Data Planning	(256) 544-5440	wisard@mps.hosc.msfc.nasa.gov
Timeline Maintenance Manager (TMM)	T-M-M	TMM	(256) 544-2923	tmm@mps.hosc.msfc.nasa.gov
Bandwidth Integration Timeliner (BANDIT)	BAN-DIT	Data Planning	(256) 544-5440	bandit@mps.hosc.msfc.nasa.gov
HSG Payloads Lead	H-S-G Payloads	Houston Support (Loop 8)	(256) 961-6241	New email with each personnel rotation
Marshall Operations	Marshall OPS	HOSC OPS	(256) 544-6145	TBDGSOTEAM@ums.msfc.nasa.gov
HOSC Support Desk	H-S-D	HOSC OPS	(256) 544-3218	TBDHELPDESK@ums.msfc.nasa.gov
Payload Communication Manager (PAYCOM)*	PAY-COM	PAYCOM	NA	paycom@mps.hosc.msfc.nasa.gov
Safety Coordination Manager (SCM)**	S-C-M	SCM	NA	scm@mps.hosc.msfc.nasa.gov
Realtime Information Control (RICO) Officer (Staffed 16x5)	RI-CO	544-7715 (Black Phone)	NA	rico@mps.hosc.msfc.nasa.gov

* 16x5; Staffed during crew awake time only.

** 12x5; POD performs SCM functions when SCM off-shift

ECR CONTINUED ON NEXT PAGE

1. NUMBER FB32-01-08	PCN: PB20281	MSFC ECR Continuation	3. DATE 3/19/01	4. PAGE Page 11 of 19
-------------------------	---------------------------------	--------------------------------------	--------------------	--------------------------

Change To Table 1.4-II

TABLE 1.4-II REALTIME (24x7) POSITIONS/CALL SIGN/LOOP/EMAIL ADDRESS

SHIFT WORKING HOURS: 24x7

POSITION NAME (ABBREVIATION)	CALL SIGN	PRIME COMM LOOP	EMAIL ADDRESS
Payload Operations Director (POD)	POD	POD	pod@mps.hosc.msfc.nasa.gov
Lead Increment Science Representative (LIS Rep)	L-I-S Rep	LIS	lis@mps.hosc.msfc.nasa.gov
Operations Controller (OC)	O-C	OC	oc@mps.hosc.msfc.nasa.gov
Payload Rack Officer (PRO)	PRO	PRO	pro@mps.hosc.msfc.nasa.gov
Command and PL MDM Officer (CPO)	C-P-O	CPO	cpo@mps.hosc.msfc.nasa.gov
Photography and TV Operations Manager (PHANTOM)	PHAN-TOM	PHANTOM	phantom@mps.hosc.msfc.nasa.gov
Data Management Coordinator (DMC)	D-M-C	DMC	dmc@mps.hosc.msfc.nasa.gov
Timeline Change Officer (TCO)	T-C-O	TCO	tco@mps.hosc.msfc.nasa.gov
Marshall Communications Controller	Marshall Comm	HOSC OPS	TBDCSOTeam@u.ms.msfc.nasa.gov
Marshall Telemetry Controller	Marshall Data	HOSC OPS	TBDCSOTeam@u.ms.msfc.nasa.gov
Marshall Systems Configuration Controller	Marshall SYSCON	HOSC OPS	TBDCSOTeam@u.ms.msfc.nasa.gov
Shuttle Operations Coordinator (SOC)*	SOC	SOC	soc@mps.hosc.msfc.nasa.gov
Payload Engineering and Integration (PEI)	PEI	PEI Phone: (281) 336-4589	laura.holcomb@sw.boeing.com

* 24x7; Staffed only during Earth-To-Orbit Vehicle (ETOV) flights with powered ISS payloads

ECR CONTINUED NEXT PAGE

2. NUMBER FB32-01-08	3. PCN: PB20281	MSFC ECR Continuation	3. DATE 3/14/01	4. PAGE Page 12 of 19
-------------------------	------------------------------------	--------------------------------------	--------------------	--------------------------

10. OCR 01066005A1stow00006 Change to SOP 2.10

CHANGE TO SOP 2.10

PROCEDURE

1. POIC Stowage Work Shift Support

~~(a) Monday – Friday at approximately 1300 GMT: POIC Stowage checks PAYCOM and TCO console logs/daily reports in PIMS (logs/reports posted since 1300 GMT of previous day) for stowage issues. POIC Stowage checks current PAYCOM and TCO console logs/daily reports (active ones being maintained but not yet posted to PIMS) for stowage issues. PAYCOM and/or TCO email POIC Stowage their console logs and daily reports, if they contain any stowage issues, for review of POIC Stowage upon their arrival at the HOSC.~~

~~(b) POIC Stowage checks their HOSC email account (Monday through Friday at approximately 1400 GMT) for messages containing PAYCOM and/or TCO console logs and daily reports for current stowage issues.~~

~~(eb)~~ POIC Stowage resolves issues.

(dc) POIC Stowage reports status/resolution to PAYCOM/TCO.

11. OCR 01067005A1dmc100007 Change to SOP 2.20 (recorded in Rev-4)

CHANGE TO:

PROCEDURE

1. CPO uses the Time Tag Viewer to check if there ~~are any Time Tag command~~ are any Time Tag commands currently in the Buffer.
2. CPO informs the cadre of a Time Tag Recycle on the ~~CPO-POD~~ loop and asks the cadre to verify whether they have any commands in the General or C&T Time Tag Buffers.
3. CPO notifies the cadre on the ~~CPO-POD~~ loop when the General or C&T Time Tag Buffer Recycle has started.
4. Upon completion, CPO informs the cadre on the ~~CPO-POD~~ loop that the General or C&T Time Tag Buffer Recycle has completed. CPO advises the cadre to re-add all outstanding Time Tag Commands into the General or C&T Time Tag Buffer.

ECR CONTINUES NEXT PAGE

2. NUMBER	3. PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/14/01	Page 13 of 19

12. OCR 01067005A1soc100008 Change to SOP 5.5.1

CHANGE TO:

PARTICIPATION

POD PODF Support ~~TCO~~ POIC Cadre
Users SOC

GENERAL

ETOV procedures are procedures for operating an ISS payload in ~~route transport to/from~~ the Station. ETOV procedures are located in the SODF. ETOV procedures are subject to the same standards, format, etc., as a procedure in the PODF or SODF. ETOV procedure changes must be approved by the POIC cadre but are not in the PODF MPV library.

Payload procedures contained in the SODF will be reviewed by the POIC cadre and User. Upon POD approval, the files will be transferred to JSC (Shuttle personnel) who will uplink the procedures to the Shuttle. The SOC will be the primary coordinator for resolving issues and comments between the cadre and the user. Due to the nature of shuttle operations, procedures changes will be expedited through the OCR process.

PROCEDURE

1. User submits an OCR per SOP 1.6.1 with the new or updated procedure. The supporting attachments for this OCR will consist of the items described in Table 2.1-~~HI~~ as appropriate to the change. All PODF ETOV-files are in the Document Management Portion of PIMS available on the SODF web site <http://fltproc.jsc.nasa.gov/sodf/Products.html>. Real time updated procedures are placed in PIMS in the Crew Procedure folder under sub-folder ETOV. The PODF files are located in the Crew Procedures folder and sub-divided by payload name. Each payload folder has two sub-folders that identify the validation information and ground-reference data. All procedures will be located directly in the payload folder.
2. POD releases OCR for review.
3. POIC cadre reviews OCR per responsibilities listed in Table ~~2.1-I~~ 5.5.1-I and submits comments to ~~PODF Support~~ SOC by reviewer attachments or by the CM log notes function.

SEE NEXT PAGE FOR TABLE:

2. NUMBER FB32-01-08	3. PCN: PB20281	MSFC ECR Continuation	3. DATE 3/14/01	4. PAGE Page 14 of 19
-------------------------	------------------------------------	--------------------------------------	--------------------	--------------------------

TABLE 5.5.1-I ETOV REVIEW RESPONSIBILITIES

<u>CADRE</u>	<u>REVIEW RESPONSIBILITY</u>
<u>POD</u>	<u>Verify for Flight Rules and PL Regs compliance.</u>
<u>OC</u>	<u>Review ISS and payload resources against constraints identified in CPS. Verify EXPRESS payload usage is correct with EXPRESS Facility callouts.</u>
<u>PRO</u>	<u>Review for EXPRESS Payload transfer interface issues.</u>
<u>DMC</u>	<u>Review for possible shuttle data/video impacts.</u>
<u>PHANTOM</u>	<u>Review for possible shuttle video impacts.</u>
<u>LIS Rep</u>	<u>Verify consistency with integrated science priority.</u>
<u>PODF SUPPORT</u>	<u>Verify PODF data to OpNom.</u>
<u>SCM</u>	<u>Review for safety and hazard controls. Review for Flight Rules compliance.</u>
<u>POIC STOWAGE/TCO</u>	<u>Review stowage callouts.</u>
<u>SOC</u>	<u>Verify Shuttle resources.</u>
<u>PAYCOM</u>	<u>Verify correct usage of “√POIC” and “NOTIFY POIC.” Verify procedure is concordant with crew training.</u>
<u>User</u>	<u>Verify the implementation and technical accuracy of the change and reviewer comments.</u>

~~4.4.~~ PODF Support SOC assesses and integrates OCR POIC cadre comments. If conflicting or unclear comments are provided, PODF Support SOC works to clarify and resolve any conflicting comments.

~~5.5.~~ PODF Support SOC contacts User indicating that cadre comments are complete and can be reviewed in the OCR. ~~If the implementation of the cadre comments is unclear, PODF Support requests clarification of the implementation from User.~~

~~6.65.~~ Upon User approval of cadre comments, PODF Support SOC incorporates the comments, formats the procedure to ODF standards, and ~~attaches~~ sends via email the new/updated procedure ~~as a reviewer attachment~~ to the ~~OCR User~~.

~~7.76.~~ User ~~retrieves the PODF Support reviewer attachment (procedure file) and~~ reviews it for technical accuracy, change implementation, and comment implementation.

(a) If the implementation had technical changes, User ~~attaches~~ prepares an updated Validation Record Report ~~as a Reviewer Attachment in PIMS to be sent to SOC via email~~ and concurs ~~with the OCR~~.

(a) If the implementation did not have technical changes and is correct, User concurs ~~with the OCR to SOC~~.

ECR CONTINUED ON NEXT PAGE

2. NUMBER	3. PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/14/01	Page 15 of 19

(c) If the implementation of the change or comments is not correct, User and ~~PODF~~ SupportSOC-work to resolve the issues.

(d) If correct implementation of the cadre comments is in question, ~~PODF~~ SupportSOC requests the appropriate cadre member to review the implementation and concur with the implementation.

8. SOC submits User concurrence and entire package as a reviewer attachment to OCR.

~~8.9.~~ POD approves the OCR.

~~9.10. PODF SupportSOC places the SODF procedure update (MS Word file) into PIMS and the HOSC drop box, prepares JSC Flight Note input and submits procedure to ACO via email and cc Cadre and User. POD approves Flight Note input prior to submittal to MCC (this can be verbal).~~

~~JOIP NOTE: PODF Support pages ODF Console that there is a PODF MPV library update package in the drop box to be uplinked.~~

~~10. PODF Support notifies POD and TCO that the SODF procedure update has been sent to JSC and that ODF Console has been paged.~~

~~JOIP NOTE: ODF Console retrieves the update, generates an SODF MPV update, and uplinks the MPV library update. ACO Systems notifies SOC of uplink of procedure onboard shuttle and provides electronic file to SOC.~~

~~11. TCO notifies PODF Support of the uplink time.~~

~~12. PODF Support updates the ground MPV library.~~

~~13.11. PODF SupportSOC announces on the POD loop that the MPV library is updated. ETOV procedure is onboard.~~

12. SOC places updated file in PIMS in Crew Procedures folder in subfolder ETOV.

JOIP NOTE: SODF will drop updated SODF MPV Library into the HOSC dropbox and PODF Support will process per SOP 2.1.2

ECR CONTINUED ON NEXT PAGE

2. NUMBER	3. PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/14/01	Page 16 of 19

13. **OCR 01066005A1pod100025 Add SOP 1.2.1, Add Table 1.2.1-1, Change Table of Contents**

ADD SOP 1.2.1

[SOP 1.2.1](#)

TITLE

PROCEDURE UPDATE NOTEBOOK

PURPOSE

To define the method by which all oncoming POIC Cadre members will know what pertinent procedures have been updated since their last shift.

PARTICIPATION

POD RICO POIC Cadre

EFFECTIVITY

Increment 2 and subsequent

REFERENCE DOCUMENTATION

None currently identified

GENERAL

Awareness of applicable updates to documents since the last shift worked will aide in handovers and maintain efficient console operations. This information is maintained in the Procedure Update Notebook at the POD console.

PROCEDURE

1. Upon OCR approval, POD determines if an entry into the Procedure Update Notebook is required. If so, POD makes a manual entry into the notebook. Table 1.2.1-I is an example page. POD notes the date, OCR, document changed, summary of change, and affected cadre members.
2. Prior to the beginning of shift handover, on-coming cadre members review the Procedure Update Notebook, noting changes marked affecting their position. Typed entries denote what is posted to the RICO Real Time web page and hand written entries denote POD input since the last web update.
3. Prior to the beginning of the RICO shift handover, the on-coming RICO makes a copy of the handwritten entries in the Procedure Update Notebook. As a part of their nominal duties, RICO updates the Procedure

2. NUMBER	3. PCN:	MSFC ECR Continuation	3. DATE	4. PAGE
FB32-01-08	PB20281		3/14/01	Page 17 of 19

[Update Notebook entries to the realtime web page \(reference SOP 1.8\)](#)

4. [LIS Rep is responsible for ensuring that Users are aware of all pertinent changes that affect their payload operations.](#)
5. [On-coming cadre members are to be familiar and comfortable with the applicable changes listed in the Procedure Update Notebook before releasing the off-going cadre member.](#)

ADD TABLE 1.2.1-I PROCEDURE UPDATE NOTEBOOK PAGE

4. NUMBER FB32-01-08	5. PCN: PB20281	MSFC ECR Continuation	3. DATE 3/14/01	4. PAGE Page 18 of 19
-------------------------	------------------------------------	--------------------------------------	--------------------	--------------------------

TABLE 1.2.1-I PROCEDURE UPDATE NOTEBOOK PAGE

<u>Date</u>	<u>OCR</u>	<u>Document</u>	<u>Description of Change</u>	<u>PO</u> <u>D</u>	<u>OC</u>	<u>PRO</u>	<u>PAY</u> <u>CO</u> <u>M</u>	<u>TCO</u>	<u>CP</u> <u>O</u>	<u>LIS</u> <u>RE</u> <u>P</u>	<u>SC</u> <u>M</u>	<u>S</u> <u>O</u> <u>C</u>	<u>D</u> <u>MC</u>	<u>PH</u> <u>AN</u> <u>TO</u> <u>M</u>	<u>P</u> <u>O</u> <u>D</u> <u>F</u>	<u>STO</u> <u>WA</u> <u>GE</u>

1.2.1-3

6. NUMBER FB32-01-08	7. PCN: PB20281	MSFC ECR Continuation	3. DATE 3/14/01	4. PAGE Page 19 of 19
-------------------------	------------------------------------	--------------------------------------	--------------------	--------------------------

Change Table of Contents to:

1.2	Cadre Shift Handover Guidelines	1.2-1
<u>1.2.1</u>	<u>Procedure Update Notebook.....</u>	<u>1.2.1-1</u>

Change Table 1.8-I:

TABLE 1.8-I PAYLOAD OPS PRODUCTS/LOCATIONS (Sheet 3 of 3)

Product	Position Posting Product	Location or WWW Address	Notification Method	Delivery Time	SOP
Voice Timeline	PAYCOM	TBD	TBD	TBD	2.9
Payload On-Board Training Log	PAYCOM	PIMS	Announcement on POD loop	Performance of OBT +7 days	2.9
Permanently Missing Interval (PMI) Tracking Log	DMC	PIMS	TBD	Once per 24-hour period	4.5
Transfer List	SOC	PIMS (Miscellaneous/ Transfer Lists)	Announcement on POD loop	Each crew sleep period during Joint Ops	5.3.4
<u>Procedure Update Notebook Page</u>	<u>RICO</u>	<u>RICO Realtime Information web site at http://payloads.msfc.nasa.gov/station/rico/rico_welcome.html</u>	<u>N/A</u>	<u>As required</u>	<u>1.2.1</u>

END OF ECR